

DOC52PAPT1200047
ADDITIONAL QUESTIONS RECEIVED

1. CLIN 1 identifies estimated quantities only for Artifact Files. C.2.1 identifies handling requirements for additional files types, including ESF and PCT.

a. Are Artifact Files the only type to be handled under CLIN 1?

Ans: No. The Offerors are responsible for maintaining the Examiner Search Files (ESF), PCT Files and the Artifact Files under Section C.2.1 File Maintenance.

b. Will PCT files be processed under CLIN 1 as described in SOW section C.2.1?

Ans: Yes.

c. If so, what are the quantity estimates for PCT files?

Ans: See Answer to Question #80 posted via Amendment 0003.

2. Within Amendment 0003, the answer to question #78 indicates that all Task 4 printing takes place in the Remsen concourse level. RFP C.2.4.(b) requires the contractor to place reusable folders “in close proximity to the working file printer(s)”.

a. Are all GFE printers for Task 4 Print Working File located in the Remsen concourse level?

Ans: Yes.

b. Are these GFE printers in the Remsen concourse level the same printers near which we must leave reusable files?

Ans: Yes.

3. RFP C.2.4.(b) requires working file disposal “in the TC shredding bin” (singular).

a. Is it the single shredding bin centrally located in the Remsen concourse level, where Q&A #78 indicates all Task 4 work is performed?

Ans: Yes, the shredding bins are located in the workspace of the Remsen building concourse level.

b. Is there more than one shredding bin?

Ans: Currently, we have an approximately 12 shredding bins in the workspace located in the Remsen building course level. The shredding bins are provided under a separate contract.

4. RFP C.2.4.(b) identifies a requirement to “deliver the shredding bins to a designated location when pickup by the shredding contractor is scheduled”.

a. How often is shredding pickup scheduled?

Ans: The shredding vendor pick-up the shredding bins approximately twice during the week. The shredding bins are not relevant to this requirement. They are provided under a separate contract. The shredding vendor will provide the appropriate number of shredding bins with key and/or without keys for this requirement.

b. How many shredding bins must be delivered?

Ans: See answer to 4a.

c. Is a key required to pickup the shredding bins, e.g., from inside a locked cabinet?

Ans: See answer to 4a.

d. Are multiple keys available to enable concurrent shredding pickup from multiple locations?

Ans: See answer to 4a.

e. Where are the location(s) from which we pickup the shredding bins?

Ans: The shredding bins are located in the workspace of the Remsen building concourse level. See answer to 4a.

f. Where is the location to which we deliver the shredding bins?

Ans: See answer to 4a.

g. Is the delivery location secure, or must we remain with the bins until the shredding contractor arrives and takes receipt of the material?

Ans: The Remsen building concourse is a secure area of where the shredding bins are located. The Offerors does not need to secure or remain with the shredding bins. See answer to 4a.

5. Revised Section L.15.2 now states: “The type for all sections submitted shall be black in Times New Roman 12 point. Work flow diagrams, charts, graphs, etc. may not be larger than 11 x 17 and may be submitted in black or color graphics.” Please confirm that work flow diagrams, charts, graphs, etc. may contain smaller than Times New Roman 12 point font.

Ans: Yes, work flow diagrams, charts, graphs, etc. may be smaller than Times New Roman 12 point. However, the font should not be less than Times New Roman 9 point.

6. Revised last sentence of L.15.3.1 states: “Workflow diagrams shall not exceed 2 pages per CLIN and are not included in the 25 page count for technical approach. Workflow diagrams may not be larger than 11 x 17.” Please confirm that up to two (2) 11x17 workflow diagram pages per CLIN are permissible.

Ans: Each CLIN requiring a workflow diagram is limited to no more than two (2) 11 x 17 pages.

7. I think we have a communication problem the RFP is fix price and when the bid came out is was by number of FTE or transactions but we don’t have any idea how many transactions occurred from last year, in order to give us a base to reference, only the incumbent knows the base transactions or the number of FTE’s they are using . I request we share this information so all players can make an equal proposal otherwise it appears only the incumbent has a chance of winning. The number of transactions would at give us a starting point.

Ans: Your question was addressed in the Q&As that was posted by Amendment 0003 on March 8, 2013 in FedBizOpps and on the USPTO website. There is certain information that can not be provided because it is considered proprietary to the incumbent contractor as stated in the Q&As. The RFP provides the current need for USPTO. Please review Amendment 0003 and the associated attachments if you have not had a chance to do so.

8. In Section L.15.2 of the original RFP, font type and size is specified: “The type for all documents submitted (excluding charts and graphs which may be submitted as foldouts to the proposal) shall be black, shall not exceed 12 characters per linear inch or exceed 6 (six) lines per vertical inch and shall be at least ten (10) point.

The phrase excluding charts and graphs from the font size requirement was omitted in the new RFP. Was it the government’s intention to include or exclude charts and graphs from the Times New Roman, 12 pt., requirement?

Ans: See answer to Question #5.